

## Administrative Support Specialist



Project Title	Administrative Support Specialist
Project Summary	Calling all talented writers! We're looking for someone to help write meeting minutes for staff meetings, keep detailed logs of project performance/milestones, and share information via the group trello board. Our group is responsible for handling a myriad of tasks each week. Help keep us on track!
Country	United States

## Project Description

VHA Digital Media is looking for someone with a strong written/analytical background to capture information discussed in staff meetings covering a variety of topics. This individual will participate in meetings via phone and/or web conference and will capture key actions/milestones.

## Required Skills or Interests

### Skill(s)

Analytical writing

Editing and proofreading

## Additional Information

The Veterans Health Administration (VHA) is the largest integrated health care system in the United States, providing care at 1,250 health care facilities, including 172 VA Medical Centers and 1,069 outpatient sites of care of varying complexity (VHA outpatient clinics) to over 9 million Veterans enrolled in the VA health care program. Learn more about our organization: <https://www.va.gov/health/>.

# Language Requirements

*None*